

Manistee PEG-TV Commission
Special Meeting Minutes
Tuesday, Oct 8, 2013 – 6:30 P.M.

The special meeting was chaired and called to order by Mark Standstedt at 6:35 p.m. with Pledge of Allegiance spoken

Present: Keith Brown, Kathy Ervin, Alan Marshall, Michelle Wright, Daniel Wrzesinski, Mark Standstedt, Barry Lind

Absent: Dean Kruse, Dale Kolanowski

Approval of the Agenda, Motion by Ervin, supported by Wrzesinski. Motion was passed.

Standstedt opened the discussion by stating that the purpose for the special meeting was to announce the agreement of Manistee County to have Manistee Public Access Television tape and televise the county commission's monthly morning meetings, and to discuss the entering into a formal agreement with the county as to what PEG will do in terms of broadcasting of said meetings, as well as discuss the rate of payment at which the County will reimburse the commission for their efforts, and how said reimbursements will be made.

Standstedt also stated that he would like the agreement to take the form of a "memorandum of understanding."

Wright asked if the county has work-session meetings. Standstedt answered in the affirmative but added that the sessions are carried out in the form of individual committees, therefore the county has not requested work-session meetings be taped, as of yet.

Marshall, who is a part of the county commission, added that changes are expected to be made to next year's budget and that work-session meeting may require taping and broadcasting as well.

Standstedt explained that the factoring cost to the county to reimburse the PEG commission involves having MPA-TV tape 12 monthly 3-hour meetings, each of which will require approximately 5 hours of editing and encoding in order to broadcast.

Marshall mentioned that several people on the county board are enthused about having the meetings taped. Wright added that members of the city staff are enthused as well.

Discussion was held concerning the time-frame as to how soon after each taping the meeting will air on MPA-TV, and how often the meeting will air each month. Brown estimated the meeting will be ready to air within 48 hours after each meeting takes place, and that the meeting will air for a week each month.

Discussion was also held concerning the MPA-TV web-site and the format of each monthly county meeting video as they are made available online. Brown explained that the website uses a progressive-download, and that at a length of 3-hours, a concern was raised regarding the ease of which each video will play.

Lind suggested a revamp of the MPA-TV website regarding design and an alternate format for the video, or possibly a website link to a different MPA-TV site host, where the videos will download faster. Lind also pointed out that the site's internet connection on cell phones and Macintosh are very slow.

Standstedt agreed the MPA-TV website utilizes older technology, and suggested a different domain such as "manistee.tv" to host the county commission videos. He also stated that the benefit of offering internet availability of MPA-TV videos is that it will provide a measurement of how many people have watched each video.

Wrzesinski added that the internet also provides the option of "comment-sections" where the public can offer their views and opinions regarding meeting topics.

The board agreed that changes should be made regarding internet availability of videos. Brown, who manages the website, admitted that his knowledge of the internet is limited, and suggested that someone with more expertise take over management of the MPA-TV's internet videos.

The discussion on internet availability was unofficially tabled for a later date, as Ervin suggested drawing the board's attention back to the wording of the memorandum to the county regarding the taping and editing of the county meetings.

By meeting's end the board agreed the wording of the memorandum read as follows:

Manistee PEG will provide monthly taping of Manistee County Commission meetings, which includes on-site taping of meetings, editing and mastering for cablecast and internet download.

Meeting will air on-station within 48 hours of meeting.

Meetings will run at least 12 times following the meeting.

**Manistee PEG will be paid \$5,400 to provide these services
10.1.2013 to 9.30.2014 (quarterly payments)**

Marshall made a motion to authorize Standstedt to finalize and sign the contract with Tom Kaminski at the county. Seconded by Wrzesinski. Motion was passed.

Standstedt then pointed out the extra workload that the taping of county meeting will require, and that Brown should be compensated for the extra work. Brown added that he

will be earning \$250 for the taping, editing and encoding of each meeting. However, if someone would step forward to tape the meetings on-site, they would be employed by PEG and compensated monthly at a rate of \$100, and Brown would be compensated \$150 for the editing and encoding. Brown's role regarding county meetings would be as an independent contractor that can employ someone to tape the meetings.

Ervin supported having someone tape the meeting, and Standsted suggested changing Keith's job-description. Wright pointed out that Brown's contract would need to be updated and re-worded.

Standstedt said that the re-wording of the city's agreement with Brown, as Executive Director, will need to be reviewed and may then be discussed at the next regularly scheduled monthly PEG commission meeting.

There was no citizen comment.

There was no other business.

Motion to adjourn by Ervin, seconded by Wrzesinski. Motion passed.

The next meeting date is scheduled for November 11, 2013 at 6:30 in the MHS Conference Room.

Motion to adjourn. All were in favor.

Meeting was adjourned at 8:09 p.m.

Minutes submitted by,
Daniel Wrzesinski